# PeopleSoft Time & Labor Processing

## Login

Log in to PeopleSoft HR using your Novell network user id and password.

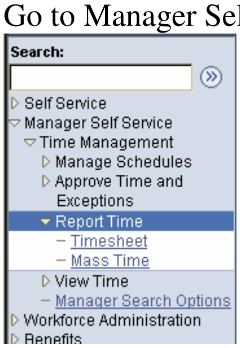

The home page will display the menu options available to you.


**For those users whose data is uploaded via a third party system (e.g. Timetrak, ScanTron, Fleet Anywhere, Fire Telestaff, or Kronos) you can skip down to the Exceptions section on page 7.**

## Mass Time Reporting

This process reports time for an individual or group, for a specific date or range of dates.

Go to Manager Self Service > Time Management > Report Time > Mass Time




There are 5 ways to look up time reporters: by group, by employee id, by last name, by first name, or by workgroup.

Mass Time Reporting

## Select Time Reporters

Employee Selection Criteria

| Description | Value |
|---|---|
| Group ID | PAY |
| EmplID | |
| Last Name | |
| First Name | |
| Workgroup | |

Get Employees

Select all employees who will report time using the same time reporting code.

Select All   Clear All   Next

Report Time for:   Find | View All   First 1-8 of 8 Last

| | Name | Employee ID | Department | Department Description | North American Payroup | Workgroup | Taskgroup |
|---|---|---|---|---|---|---|---|
| ☐ | Arlette Leach | 02859 | 520203 | Payroll | 03A | | |
| ☑ | Dena T Kalar | 07106 | 520203 | Payroll | 13A | | |
| ☑ | Jeffrey R Beatty | 04509 | 520203 | Payroll | 14A | | |
| ☑ | Karen M Hillius | 05332 | 520203 | Payroll | 03A | | |
| ☑ | Mary Minney | 00365 | 520203 | Payroll | 13A | | |
| ☑ | Pauline G Tolentino | 05061 | 520203 | Payroll | 03A | | |
| ☑ | Steven Shubin | 08667 | 520203 | Payroll | 13A | | |
| ☑ | Yolanda M Smith | 02155 | 520203 | Payroll | 03A | | |

Select All   Clear All   Next

Select your Date or Range of Dates.

Select the radio button to Use scheduled hours for the day(s) specified.

Mass Time Reporting

## Select Time Reporting Method

Reported time on or before 02/02/2005 is for a prior period.

When do you want to report time for?

○ **Just One Date**   **Date:** (example: 12/31/2000)

◉ **Range of Dates**   **From:** 10/22/2007   **To:** 11/04/2007

How do you want to report time?

◉ Use the scheduled hours for the day(s) specified.
This will use the schedule to report time for the specified range of days.
The time reporter must be assigned to a schedule in order to report time using this option.

○ Use the total number of hours entered and distribute them according to the schedule.
For example, if 40 is entered, then 40 hours would be distributed according to the schedule.
The time reporter must be assigned to a schedule in order to report time using this option.

○ Specify multiple time transactions, to be applied to each day in the time period.
For example, apply 6 hours of REG and 2 hours of PTO to each day in the indicated time period.

Previous   Next

Type in the time reporting code you want to report.

Mass Time Reporting

## Report Time

**Reporting Date Range:** 10/22/2007 **To** 11/04/2007

Use the scheduled hours for the day(s) specified.

Reporting Details

Specify which Time Reporting Code (TRC) you want to use.

**Time Reporting Code:** R01

Indicate whether you would like to use your Task Profile.

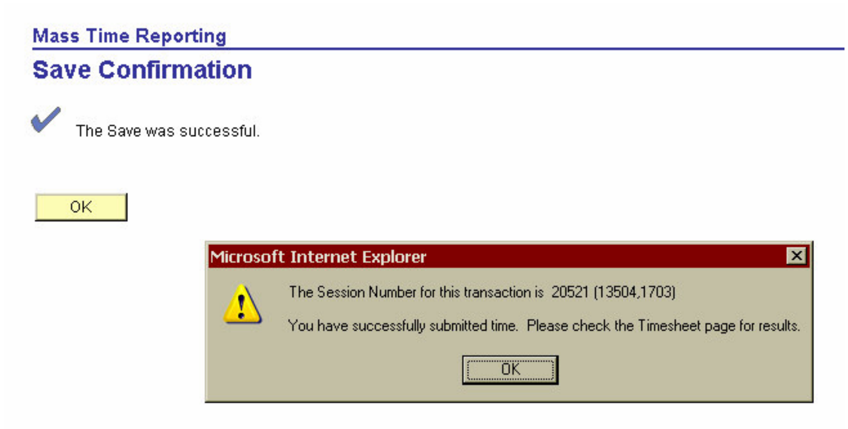
***Use Profile:** Use Employee Profile

☐ **Replace Existing Time**

Previous   Submit

You will get a session number and a Save Confirmation. Hit OK and OK.

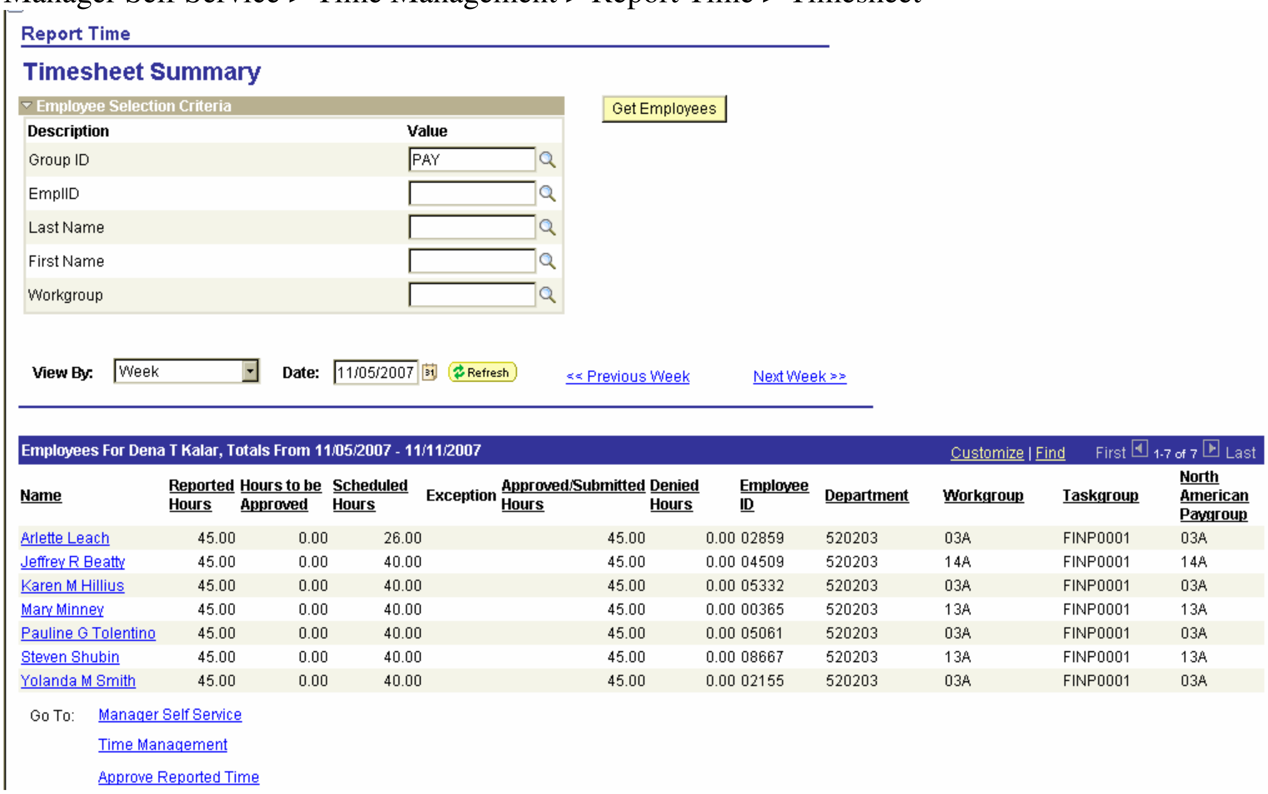
This will initiate a process to report time for the employees and dates selected. Go to the Process Monitor to confirm successful completion of the process.




## To Report changes to scheduled time

If you need to report any changes to the scheduled time (overtime worked, leave time taken, premium pays, etc.) go into the Timesheet.

Manager Self Service > Time Management > Report Time > Timesheet



Report Time

Timesheet Summary

Employee Selection Criteria

| Description | Value |
|---|---|
| Group ID | PAY |
| EmplID | |
| Last Name | |
| First Name | |
| Workgroup | |

Get Employees

View By: Week Date: 11/05/2007 Refresh << Previous Week Next Week >>

Employees For Dena T Kalar, Totals From 11/05/2007 - 11/11/2007 Customize | Find First 1-7 of 7 Last

| Name | Reported Hours | Hours to be Approved | Scheduled Hours | Exception | Approved/Submitted Hours | Denied Hours | Employee ID | Department | Workgroup | Taskgroup | North American Paygroup |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Arlette Leach | 45.00 | 0.00 | 26.00 | | 45.00 | 0.00 | 02859 | 520203 | 03A | FINP0001 | 03A |
| Jeffrey R Beatty | 45.00 | 0.00 | 40.00 | | 45.00 | 0.00 | 04509 | 520203 | 14A | FINP0001 | 14A |
| Karen M Hillius | 45.00 | 0.00 | 40.00 | | 45.00 | 0.00 | 05332 | 520203 | 03A | FINP0001 | 03A |
| Mary Minney | 45.00 | 0.00 | 40.00 | | 45.00 | 0.00 | 00365 | 520203 | 13A | FINP0001 | 13A |
| Pauline G Tolentino | 45.00 | 0.00 | 40.00 | | 45.00 | 0.00 | 05061 | 520203 | 03A | FINP0001 | 03A |
| Steven Shubin | 45.00 | 0.00 | 40.00 | | 45.00 | 0.00 | 08667 | 520203 | 13A | FINP0001 | 13A |
| Yolanda M Smith | 45.00 | 0.00 | 40.00 | | 45.00 | 0.00 | 02155 | 520203 | 03A | FINP0001 | 03A |

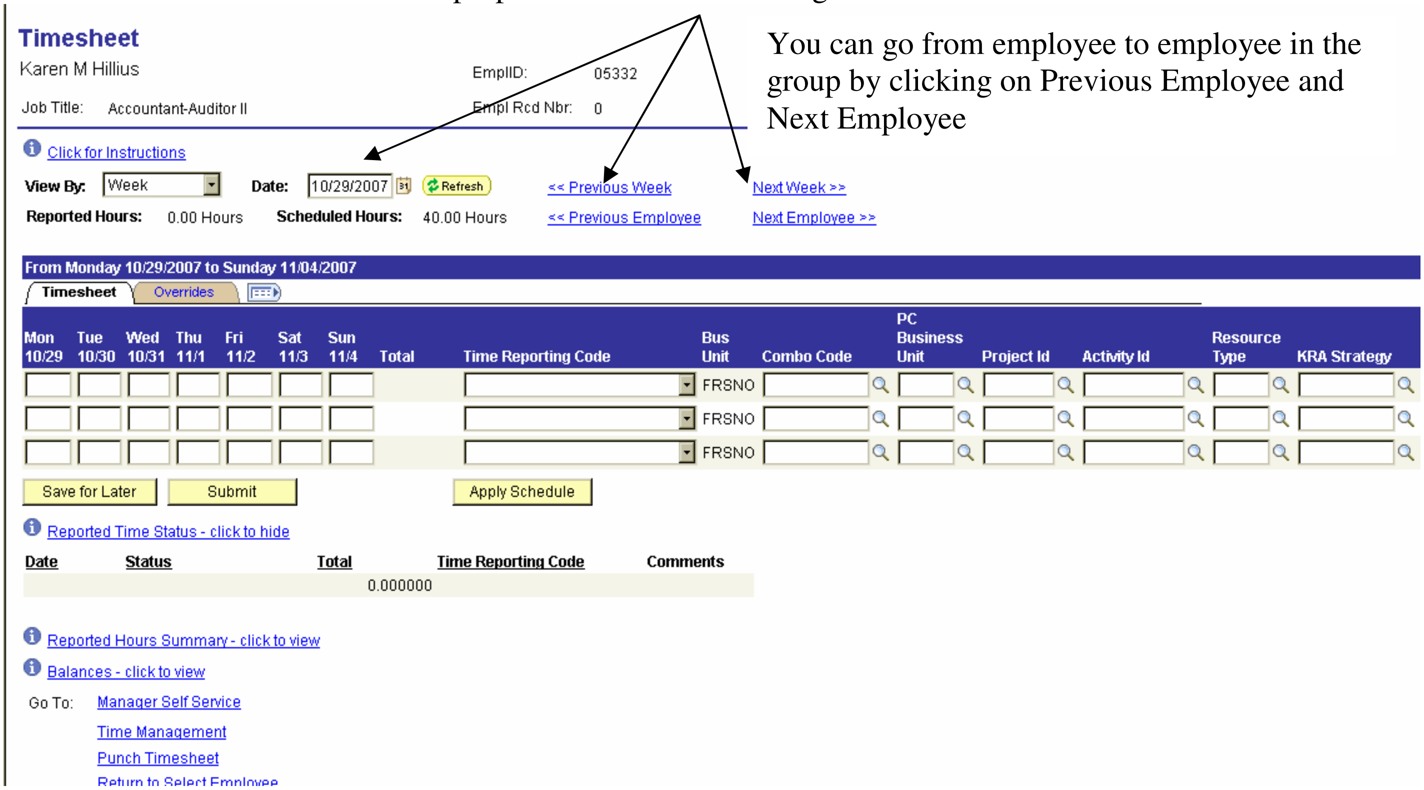
Go To: Manager Self Service

Time Management

Approve Reported Time

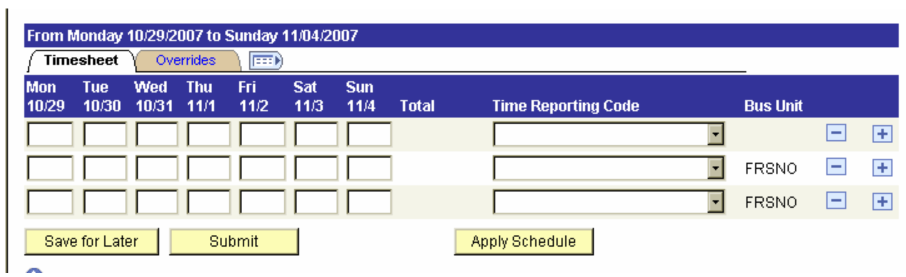
Make sure the time sheet is for the proper week.  You can change the week as needed.

You can go from employee to employee in the group by clicking on Previous Employee and Next Employee

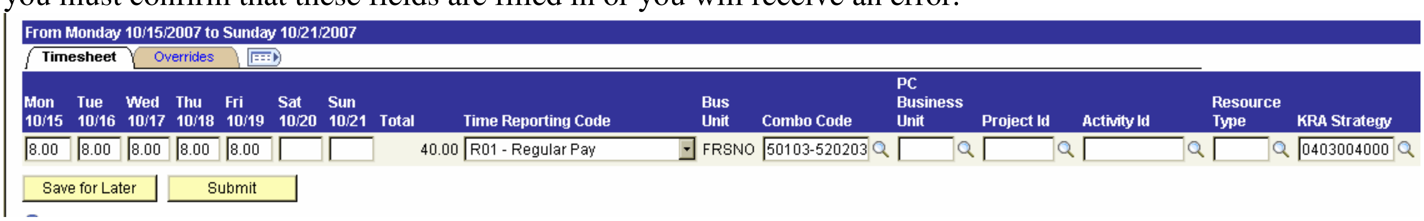



NOTE:  Some Employees will not have all of these fields.  They will look like this instead.

For these, all you need to enter is the time and the TRC.

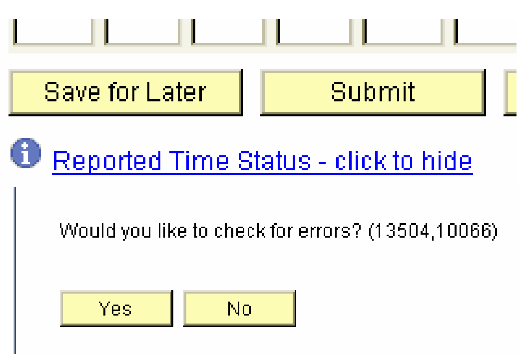



KRA Strategy and Combo Code (Fund / Org) are required fields.  If you make any changes to the timesheet, you must confirm that these fields are filled in or you will receive an error.

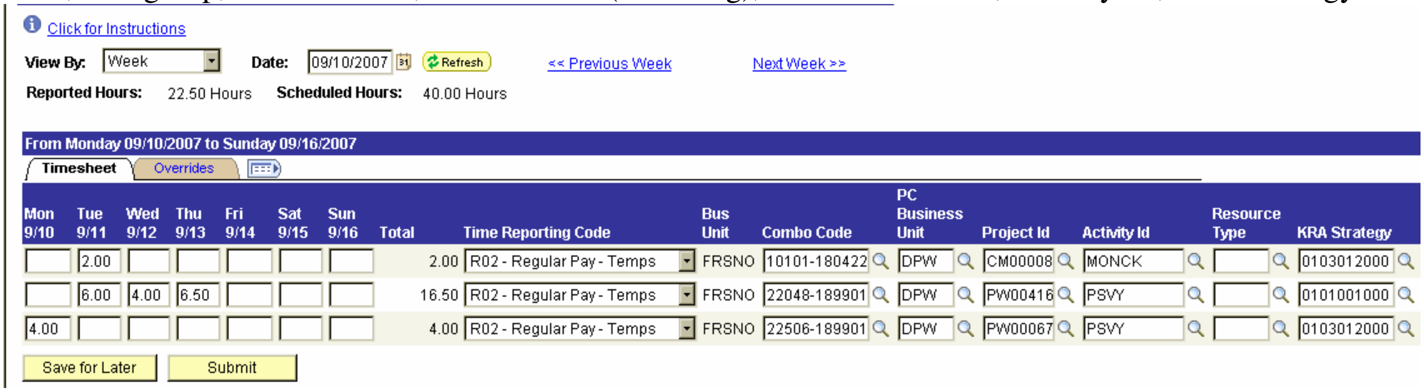



Click on Save for later if you plan to work on it some more at a later time or click on Submit if you are done.
If you save for later, information will show up that will help you check for any errors.

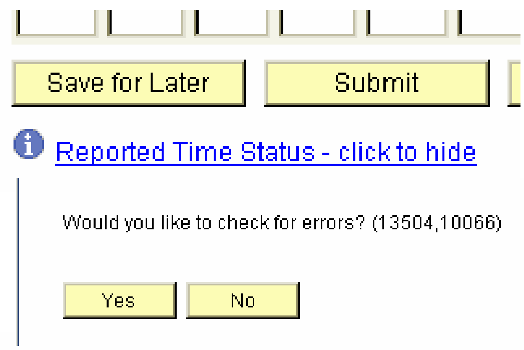
It will ask if you want to check for errors, click yes.



If the employee has projects make sure that the following fields are used:
TRC, Taskgroup, Business Unit, Combo Code (Fund/Org), PC Business Unit, Activity ID, KRA Strategy

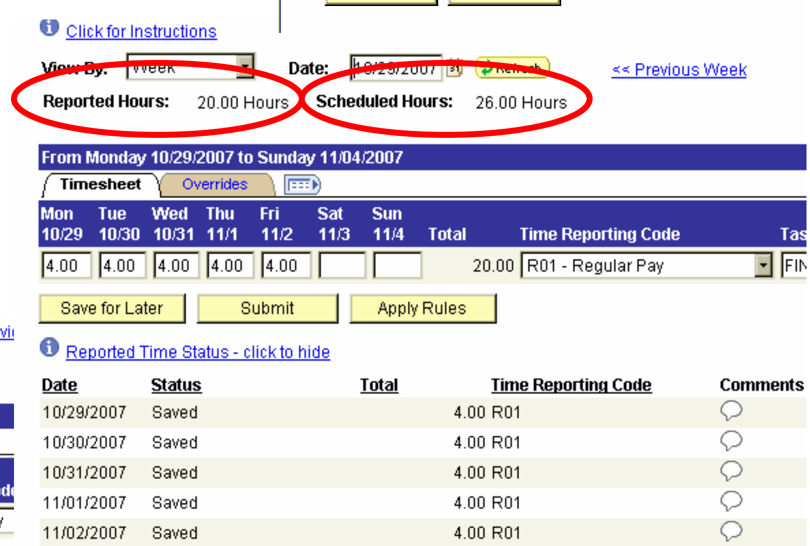


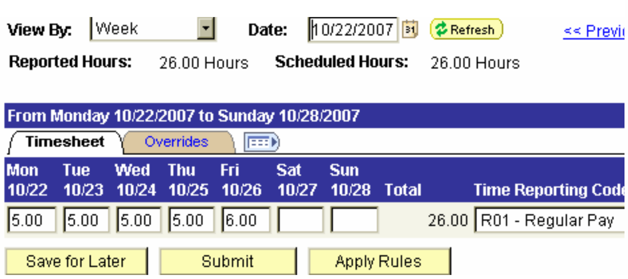

Click on Save for later if you plan to work on it some more at a later time or click on Submit if you are done.
If you save for later, information will show up that will help you check for any errors.



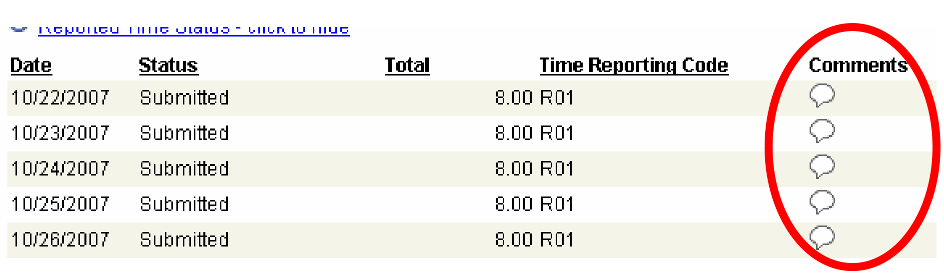

It will ask if you want to check for errors, click yes.

If there are no errors the page will come up showing you what you have entered. Notice that there is a section that shows Reported Hours and Scheduled Hours. You may need to make adjustments if these are not equal.

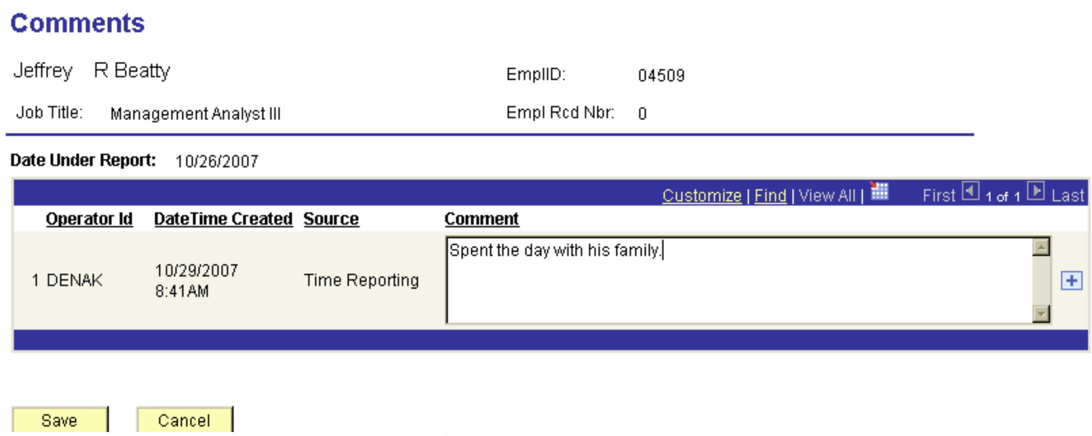


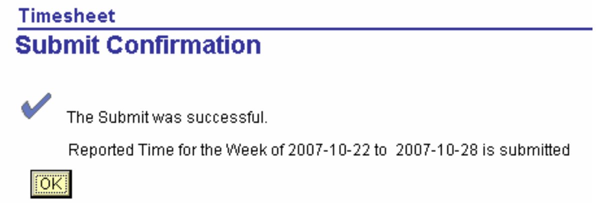

You also have the ability to add comments to any time you have entered. Click on the talking bubble next to the line you want to add a comment to.



A new page will come up where you can type in your comments.




Once you have completed everything on the Timesheet you can click on Submit.




Near the bottom of the page is a link to display available leave balances. Simply click on "Balances – click to view".

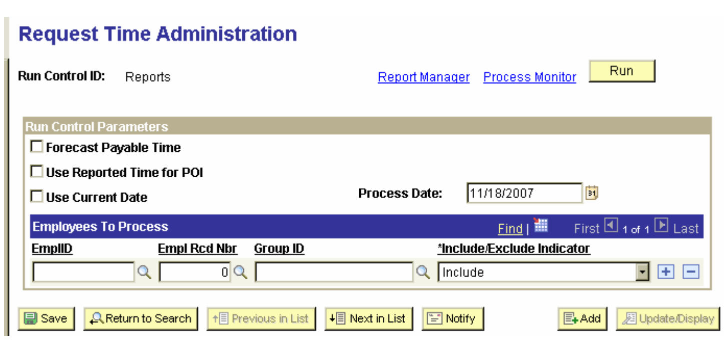

NOTE: The Timesheet page (or COF Time by Month) can be used for prior period adjustments.

## Process Time

Go to Time and Labor > Process Time > Request Time Administration

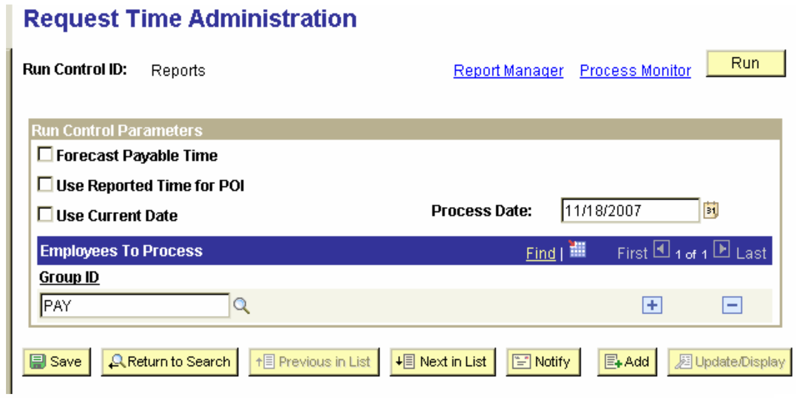
If you have a previously defined run control, you may select it, or, create a new value using the Add a New Value tab.


Fill in either the Employee ID or the Group ID and set the Process Date for the last day of the pay period.

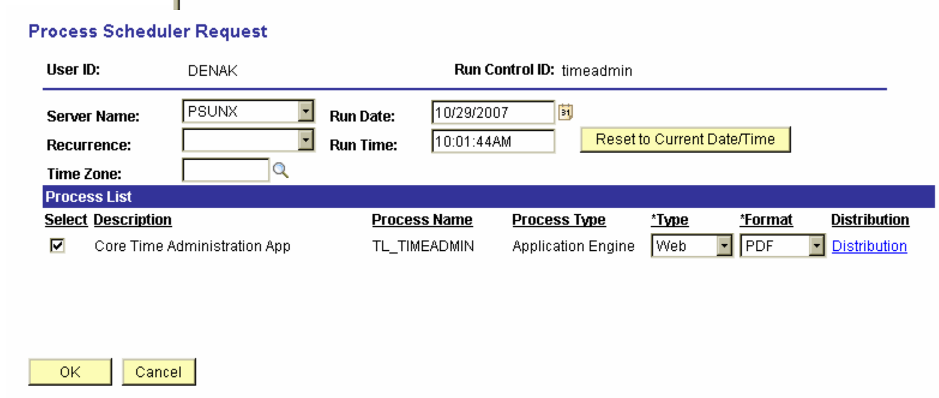


In this case we used the Group ID.

Click on Run.

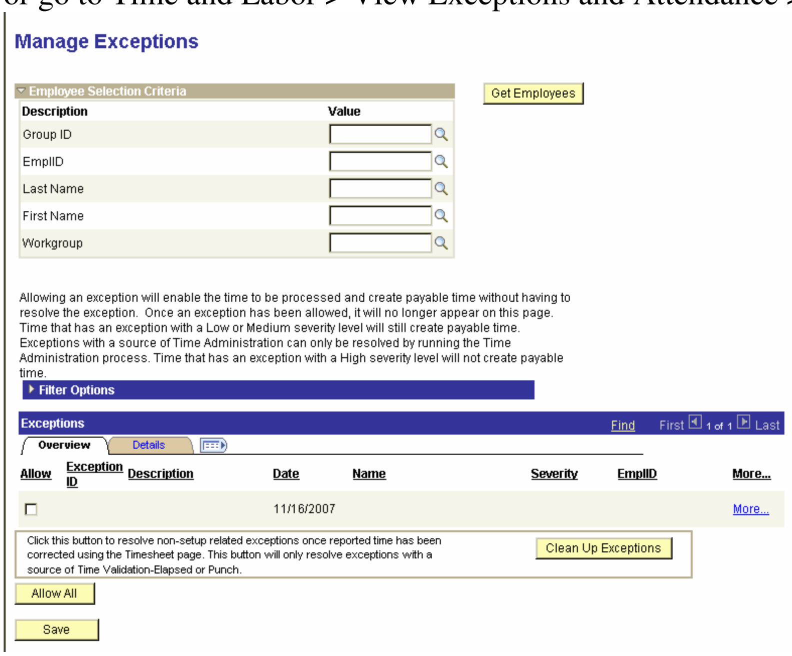



Set the Server to PSUNX and change the Format to PDF.

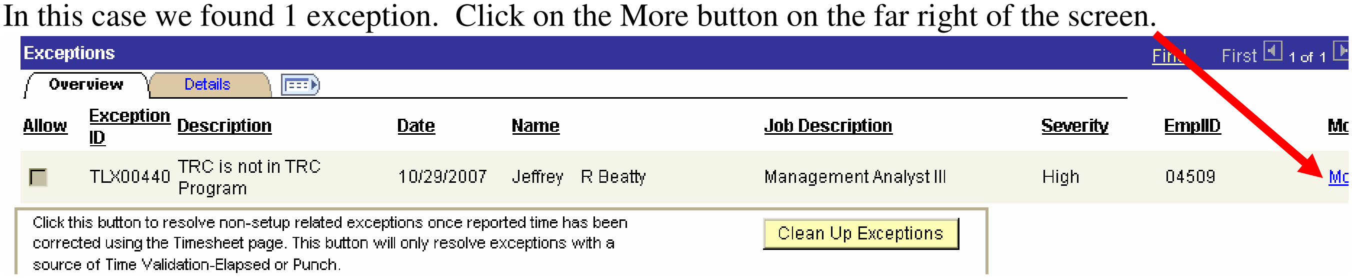



## Find Exceptions

Go to Manager Self Service > Time Management > Approve Time and Exceptions > Exceptions or go to Time and Labor > View Exceptions and Attendance > Exceptions

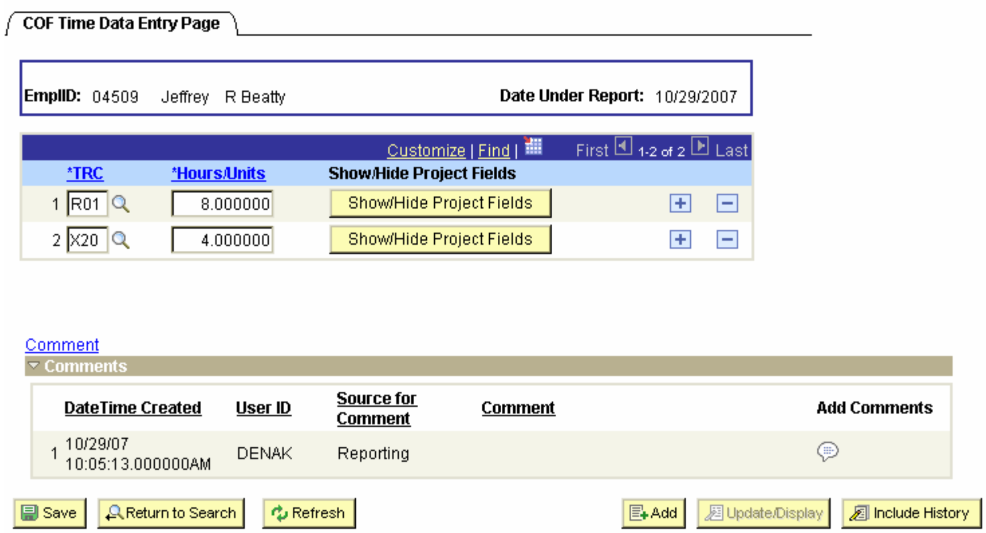



In this case we found 1 exception. Click on the More button on the far right of the screen.

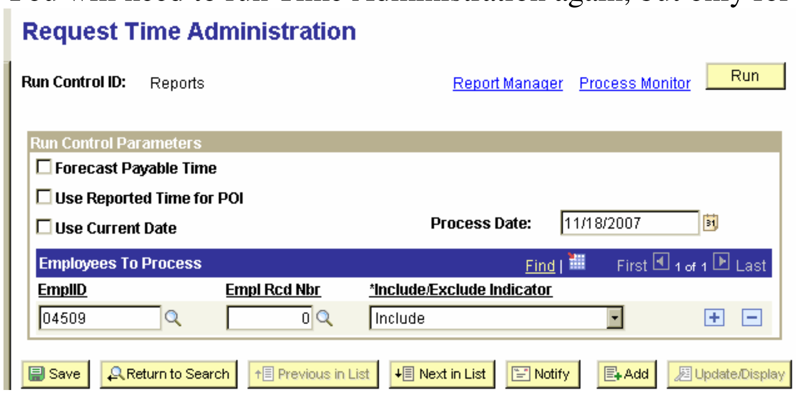


A new screen will open showing the day with the exception.

From here you can change the information to make it accurate and either view or add any comments. (In this case the employee is not allowed to use X20 so the TRC needs to be changed to X00.)



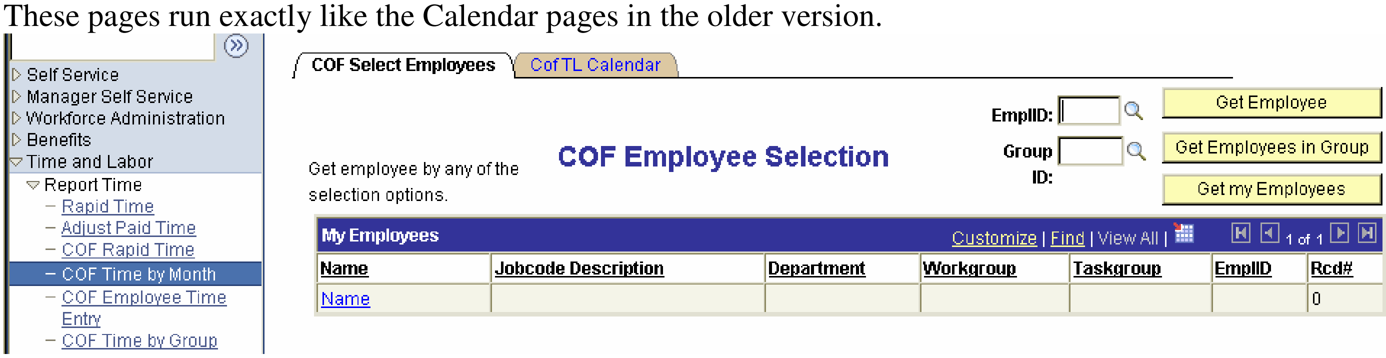

You will need to run Time Administration again, but only for the one employee.

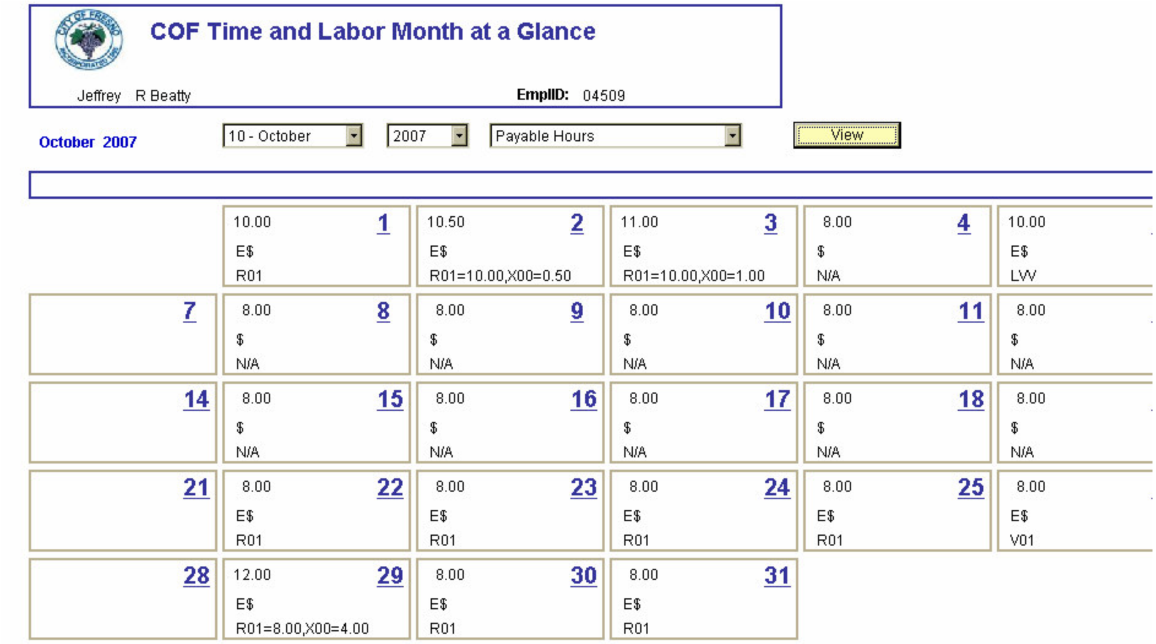


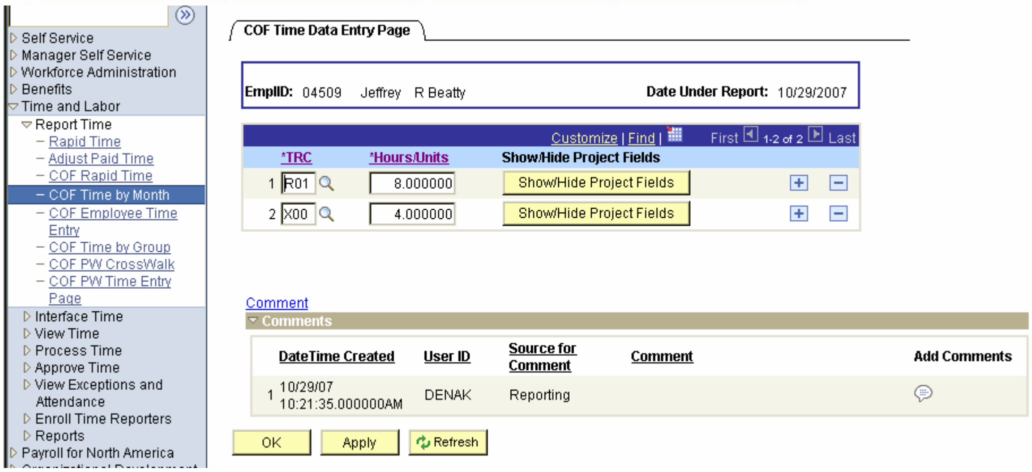

## Calendar View

Go to Time and Labor > Report Time > COF Time by Month

These pages run exactly like the Calendar pages in the older version.



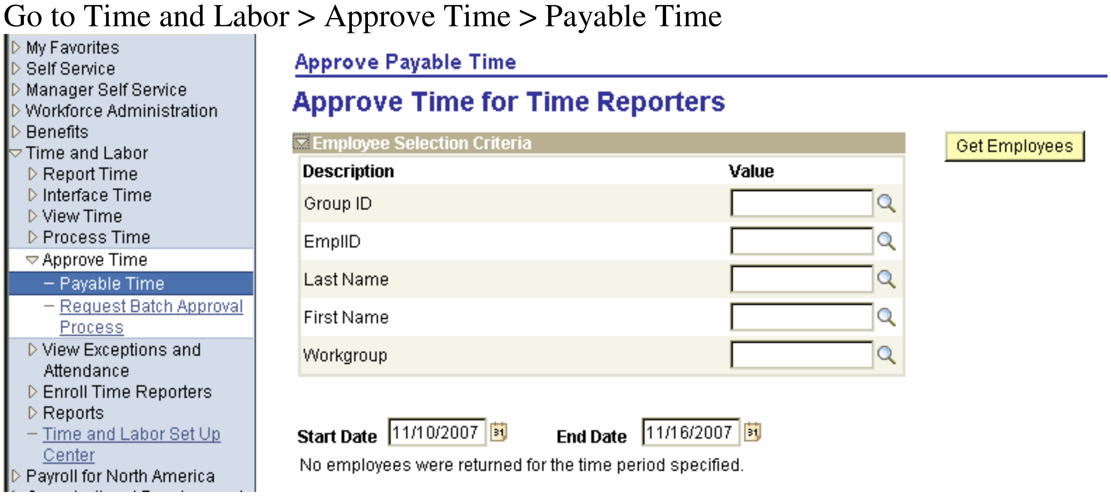



**Approve Time - **This can be done by using Payable Time or Batch Approval Process

**Payable Time**

Go to Time and Labor > Approve Time > Payable Time




The Start Date should be the earliest date an adjustment was made to account for prior period adjustments. The End Date should be the last day of the pay period.

By clicking on a person's name you can take a look at their time.

You may want to do this to see why someone had more than or less than 80 hours.

**Employees For Dena T Kalar** — Find | View All  First 1-7 of 7 Last

| Select | Name | Employee ID | Job Description | Total Payable Hours | Workgroup | Global Payroll Paygroup |
|---|---|---|---|---|---|---|
| ☐ | Arlette Leach | 02859 | Administrative Clerk II | 52.000000 | | |
| ☐ | Jeffrey R Beatty | 04509 | Management Analyst III | 84.000000 | | |
| ☐ | Karen M Hillius | 05332 | Accountant-Auditor II | 80.000000 | | |
| ☐ | Mary Minney | 00365 | Senior Accountant-Auditor | 80.000000 | | |
| ☐ | Pauline G Tolentino | 05061 | Principal Account Clerk | 80.000000 | | |
| ☐ | Steven Shubin | 08667 | Senior Accountant-Auditor | 80.000000 | | |
| ☐ | Yolanda M Smith | 02155 | Accountant-Auditor II | 80.000000 | | |

☑ Select All ☐ Clear All

From here you can look at any comments made about a specific time, you can adjust time, or you can decide to approve only a portion of a person's time.

## Approve Payable Time

Jeffrey R Beatty  EmplID: 04509

Job Title: Management Analyst III  Empl Rcd Nbr: 0

Select the time you wish to approve and then click the Approve button. Enter a specific Accounting Date for each row of payable time to be published. If you wish to use the current date as the publish date, you may leave the Accounting Date field blank.

Start Date 10/22/2007  End Date 11/04/2007

**Approval Details** — Customize | Find | View 10 |  First 1-11 of 11 Last

Overview | Time Reporting Elements | Task Reporting Elements | Chartfields

| Select | Date | Time Reporting Code | Quantity | Type | Accounting Date | User ID | Adjust Reported Time | Comments |
|---|---|---|---|---|---|---|---|---|
| ☐ | 10/22/2007 | R01 | 8.000000 | Hours | | | Adjust Reported Time | |
| ☐ | 10/23/2007 | R01 | 8.000000 | Hours | | | Adjust Reported Time | |
| ☐ | 10/24/2007 | R01 | 8.000000 | Hours | | | Adjust Reported Time | |
| ☐ | 10/25/2007 | R01 | 8.000000 | Hours | | | Adjust Reported Time | |
| ☐ | 10/26/2007 | V01 | 8.000000 | Hours | | | Adjust Reported Time | |
| ☐ | 10/29/2007 | X00 | 4.000000 | Hours | | | Adjust Reported Time | |
| ☐ | 10/29/2007 | R01 | 8.000000 | Hours | | | Adjust Reported Time | |
| ☐ | 10/30/2007 | R01 | 8.000000 | Hours | | | Adjust Reported Time | |
| ☐ | 10/31/2007 | R01 | 8.000000 | Hours | | | Adjust Reported Time | |
| ☐ | 11/01/2007 | R01 | 8.000000 | Hours | | | Adjust Reported Time | |
| ☐ | 11/02/2007 | R01 | 8.000000 | Hours | | | Adjust Reported Time | |

☑ Select All ☐ Clear All

Approve  Previous Employee  Next Employee

Click on the check boxes of any time you want to approve and hit approve.

**Employees For Dena T Kalar** — Find | View All  First 1-7 of 7 Last

| Select | Name | Employee ID | Job Description | Total Payable Hours | Workgroup | Global Payroll Paygroup |
|---|---|---|---|---|---|---|
| ☑ | Arlette Leach | 02859 | Administrative Clerk II | 52.000000 | | |
| ☑ | Jeffrey R Beatty | 04509 | Management Analyst III | 84.000000 | | |
| ☑ | Karen M Hillius | 05332 | Accountant-Auditor II | 80.000000 | | |
| ☑ | Mary Minney | 00365 | Senior Accountant-Auditor | 80.000000 | | |
| ☑ | Pauline G Tolentino | 05061 | Principal Account Clerk | 80.000000 | | |
| ☑ | Steven Shubin | 08667 | Senior Accountant-Auditor | 80.000000 | | |
| ☑ | Yolanda M Smith | 02155 | Accountant-Auditor II | 80.000000 | | |

☑ Select All ☐ Clear All

Approve

Go back to the main page and select the employees that you are ready to approve and hit Approve.

You will be asked if you want to approve the time. Click OK.

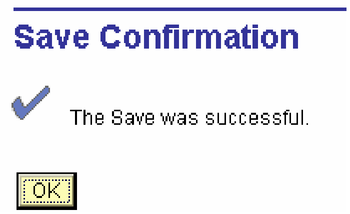
Are you sure you want to approve the time selected? (13504,2500)

Once the page is saved, the time cannot be "Unapproved"
Press OK to Approve or press Cancel to not save the approval.

OK  Cancel

You will receive a Save Confirmation.

Employee time has been submitted.



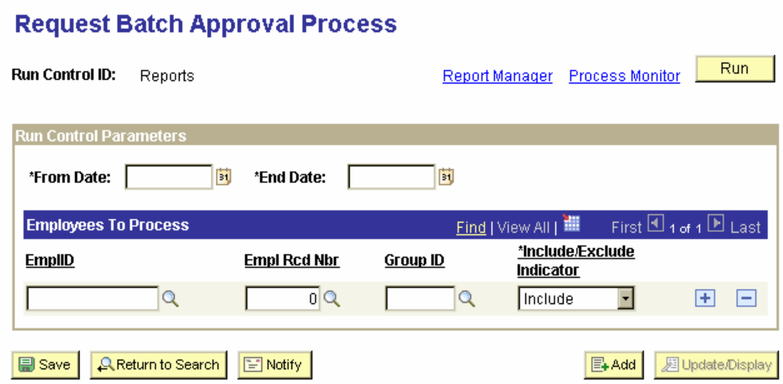

## Batch Approval Process

Go to Time and Labor > Approve Time > Request Batch Approval Process

If you have a previously defined run control, you may select it, or, create a new value using the Add a New Value tab.

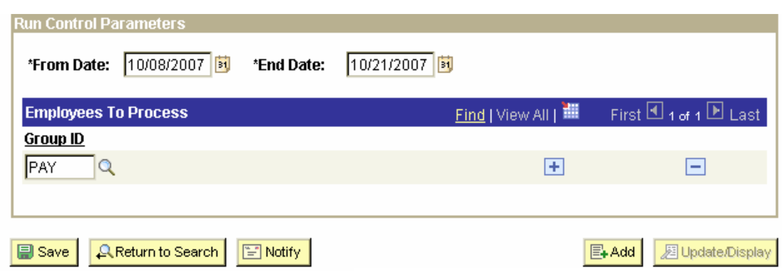

The From Date should be the earliest date an adjustment was made to account for prior period adjustments.
The End Date should be the last day of the pay period.

You can approve for either a group or an individual employee.

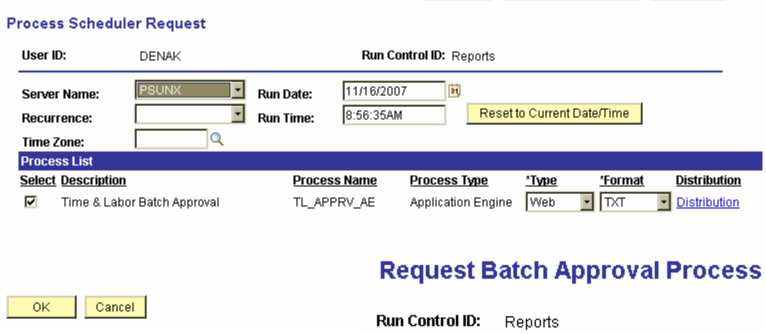



In this case we use the Group ID.

Click on Run.

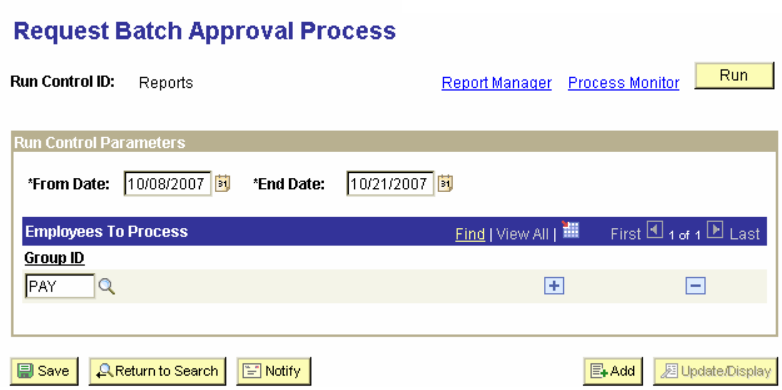



Click OK



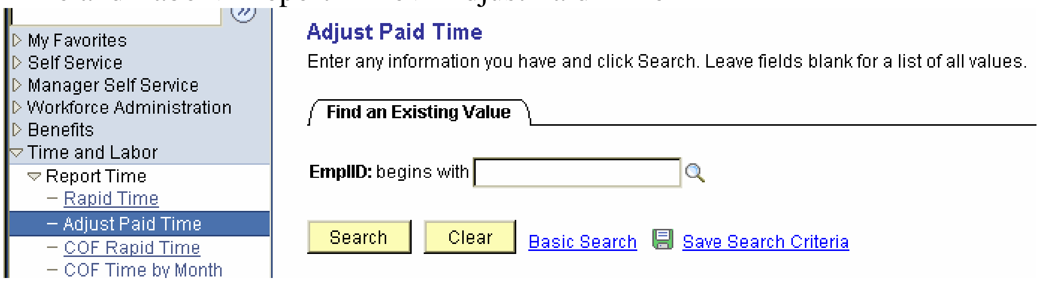

Go to Process Monitor to make sure the process ran without any problems.

Once Run Status says Success, the process has been completed.



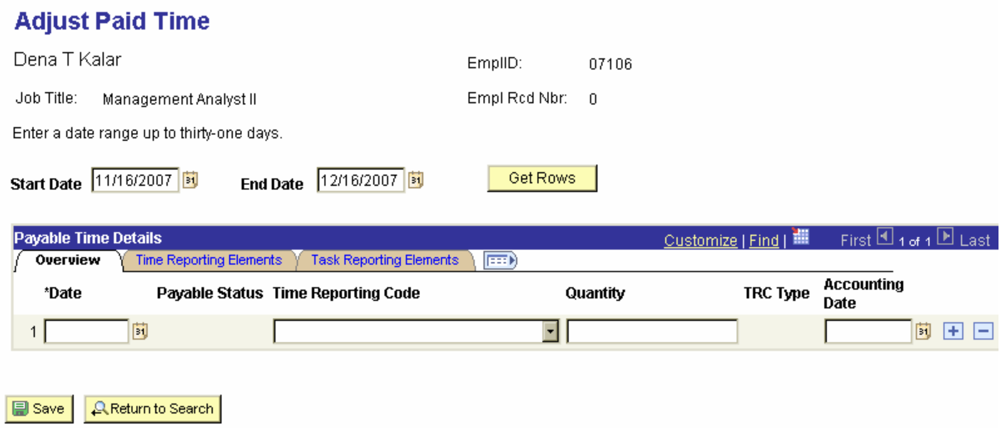
**Adjust Paid Time –** Changes made in the Adjust Paid Time process do not come forward to the paycheck. This process is used when an adjustment is made by Payroll to the paycheck and the time and labor record needs to be changed to reflect this.

Time and Labor > Report Time > Adjust Paid Time




Type in the Employee ID that you want to adjust time for.

Type in the start and end dates that you need to adjust time for and click Get Rows.




Make any necessary changes and click save.